

# City of Edina – Volunteer Service Description



Service Title: Birthday Party Assistant  
Department: Parks and Recreation  
Supervisor(s): Patty McGrath, General Manager  
Service Location: Edinborough Park

**Purpose:** Outline the purpose of the position so a volunteer can understand why the position exists.

**Population Served:** Share who benefits or is serviced by this volunteer position.

**Time Commitment:** This can be flexible, but be specific if necessary (ie. On call, 1-2 hrs per week)

**Minimum Length:** Some positions may be on-going and some might have a deadline.

**Qualifications/Desired Skills:** List necessary skills so that volunteer services can make an appropriate match.

**Service Duties:** List out all duties the volunteer would engage in. Be specific.

**Outcomes/Learning Opportunities:** What does the volunteer get out of the service position? Think about What's In It For Me (WIIFM).

**On-boarding:** Every volunteer will have to apply, interview, and complete a background check. List any additional items to be completed before on-boarding.

1. Application
2. Interview
3. Background Check

**Training Requirements:** Every volunteer will be required to attend volunteer orientation and complete a training check list specific to their service position. List additional training requirements as well.

1. Volunteer Orientation
2. Training Check-List

**Supervisory Plan:** Outline who supervises or is responsible for the volunteer. Who do they directly report to or check in with for questions or needs?

**Special Instructions (optional):** Anything else can be listed here.